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DDA REGISTRY  
FILE: 28

6 JAN 1982

## MEMORANDUM FOR THE RECORD

FROM: [REDACTED]

Executive Officer to the DDA

SUBJECT: Paperwork Reduction Act of 1980

1. On 11 July 1980, the DDA was informed by the Comptroller that Mr. Keith Hall, our OMB examiner, asked that the Agency to designate a single official who would be responsible for our compliance with the provisions of the Paperwork Reduction Act of 1980. On several occasions, [REDACTED] in response to my queries, stated that this was the only action that was expected of the Agency with regard to the Act and that OMB, through Keith Hall, would let us know if any further compliance action is required. [REDACTED] wrote a memo for the record which reflects the foregoing (see [REDACTED] MFT, dtd 8 Jul 80). The DCI designated the DDA as the single Agency official responsible for compliance with the Act in July 1981. No additional actions were requested by either OMB or the Comptroller.

2. [REDACTED] OGC, seemed to imply that the Agency had some additional obligations under the Act even though the Deputy General Counsel wrote on 30 June that "while the Agency must follow the general standards and requirements promulgated by OMB as guidance for the conduct of individual audits, the Agency is exempt government-wide on multiagency audits conducted pursuant to any assignment made by OMB under Section 3404(2)(A)...."

3. Since OMB is the controlling agency regarding the Paperwork Reduction Act and since Mr. Keith Hall stated that all we needed to do, for the moment, was to designate a single official responsible in the Agency, no further action was deemed necessary.

4. By virtue of its normal operational procedures, the Agency is, in effect, complying with most of the requirements of the Act in any case. Within this file are submissions by various Agency components regarding how they review records and information systems, conduct inventories, plan and program, control ADP equipment and procurements, etc.

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